STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CaIRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CaIRIM@dgs.ca.gov  (1) DEPARTMENT, BOARD OR COMMISSION  Air Resources Board  (3) AGENCY BILLING CODE  (4) DIVISION/ BRANCH/ SECTION  (5) ADDRESS  Mobile Source Control Division - South  (6) ABORESS  (7) ARE Symphylate BOX  (8) Wew schedule of records that have never been scheduled. [Complete boxes (9) – (12)]  (8) Revising a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)  NEW SCHEDULE  (9) SCHEDULE NUMBER  (10) SCHEDULE DATE  (11) NUMBER OF PAGES  (12) CUBIC FEET (Total Schedule. INFORMATION (If applicable)  14  92-058   93-01-7   8/21/92  (17) MISSION/FUNCTIONAL STATEMENT:  The Mobile Source Control Division is responsible for developing statewide programs and strategies to reduce the emission of smog-forming pollutants and toxics mobile sources. These include both on and off-road sources such as passenger cars, motorcycles, trucks, busses, heavy-duty construction equipment, recreations vehicles, marine vessels, lawn and garden equipment, and small utility engines.  PART I – AGENCY STATEMENTS  As the program menager (or person authorized to sign for the program manager) directly responsible for the records listed on his records retention schedule, I certify that all records listed are necessary each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If provided but plans are underway, the details of such plans are shown in Column 45, Remarks.  (18) SIGNATURE MANAGER RESPONSIBLE FOR THE RECORDS  (19) TITLE  (20) PHONE NUMBER (21) DATE SIGNATURE MANAGER RESPONSIBLE FOR THE RECORDS (19) TITLE (20) PHONE NUMBER (21) DATE SIGNATURE MANAGER RESPONSIBLE FOR THE RECORDS (19) TITLE (20) PHONE NUMBER (21) DATE SIGNATURE MANAGER RESPONSIBLE FOR THE RECORDS (21) PHONE NUMBER (21) DATE SIGNATURE MANAGER RESPONSIBLE FOR THE RECORDS (	
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In accordance with Government Gode 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the original set forth by Section 1667 of the State Administrative Manual.	
(22) SIGNATURE- RESORDS MEMT. ANALYST (26) CLASSIFICATION (24) NAME (Printed or Typed) (25) PHONE NUMBER (26) DATE SIGNATURE GODZALEZ (26) DATE SIGNATURE GODZALEZ (26) DATE SIGNATURE GODZALEZ (27) PHONE NUMBER (27) (27) PH	ED 2/26/
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)	
(27) SIGNATURE - CalRIM-GONSUL/JANT (28) APPROVAL NUMBER (29) DATE SIGNED (30) EXPIRATION (28) APPROVAL NUMBER (29) DATE SIGNED (30) EXPIRATION (30) EXPIRATIO	N DATE
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)  FOR ARCHIVES: STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:  (31) Contains no material subject to further review by the California State Archives  (32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)	
33) SIGNATURE — CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE (34) DATE SIGNED	
Lydney Bailey, archist 3/12/08	

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA (Exempt)	REMARKS
	,	USE ONLY	(Double spaces between items)	MEDI	VITAL	OFFICE	DEPT.	SRC	TOTAL	& IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

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ŕ		MOBILE SOURCE CONTROL DIVISION (MSCD-SOUTH)							
		RECORDS MANAGEMENT							
1	.5	Std. Form 73 Records Retention Schedules	Р .	С			С		Retain as current until superseded. Although revision is required every five years from the date approved by Department of General Services (DGS), Records Retention Schedules (RRS) that are not revised remain in effect but are considered non-current.
2	.5	Std. Form 70, Records Inventory Worksheet	Р	С			С		Retain as current until next inventory.
3	.5	Std. Form 71, Records Transfer List	P	С			С		Retain as current until all records listed have been destroyed, retired permanently, transferred to State Archives, or when no longer needed, whichever is later.
4 .	.5	Std. Form 76, State Records Center Reference Request (Departmental record copies)	Р	A			A		Retain as Active until request for referral or withdrawal is completed.
		DOCUMENTS FOR ENTIRE BRANCH							
NOTTEN		ADMINISTRATIVE MANAGEMENT							
(5) ARCHIVES	.5	Staff Reports; Memoranda; Rules and Regulation Documents, General Correspondence.	Р		2	3	5		This is information generated by MSCD-South. These records are significant to the (ARB) and the State of CA. To be stored until no longer needed for reference, research, or analysis, whichever is later.
6	4	Personnel files.	P		A+3		A + 3	·ΧΙ	Confidential files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.
7	5	Form 5 copies; Referral Copies; equipment request copies; contract copies; correspondence copies; and backup material copies.	P		A+3		A+3		Files needed for Branch operation. Active until programs and/or projects completed.

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TEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA	REMARKS
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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

(01) (00)	(33)	(40) (41) (4	2) (43	) (4	44)   (	45)	(46)	(47)	(48)
		PROGRAM MANAGEMENT – EMISSION RESEARCH SECTION:							
8	16	Consent Decree Documents and Miscellaneous Technical Reports	Р	,	4+7		A+7		Files needed for Branch operation. Active until programs and/or projects completed.
9 NOTIFY ARCHIVES	39	Regulation Documents for SFTP-1 program and inventory.	P	F	A+7		A+7		Files needed for Branch operation. Active until programs and/or projects completed.
10	27	Motor Vehicle Toxics and Emission Documents	Р	A	۱+7		A+7	-	Files needed for Branch operation. Active until programs and/or projects completed.
11 NOTIFY ARCHIVES	27	Regulation Documents for On Road Motor Vehicle EVAP control	þ	A	\+7		A+7		Files needed for Branch operation. Active until programs and/or projects completed.
		ON ROAD HEAVY DUTY DIESEL SECTION							
		<u>ADMINISTRATIVE</u>							
	1	Personnel Files	P	Α	\+3		A+3	XI	Confidential files. Originals kept in Administrative Services Division. Cut off at end of calendar year and hold for additional two years. Requires Confidential destruction.
		PROGRAM MANAGEMENT – ON ROAD HEAVY DUTY DIESEL SECTION							
13	14	On-Road Heavy Duty Diesel Reports and Test Data	Р	A	+7	,	A+7		Files needed for Branch Operation. Active until Programs and/or projects are

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	⊴			7	NOITM		PRA (Exempt)	REMARKS
-		USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	& IPA	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
	NOTIFY ARCHIVE:	36	Heavy Duty Diesel In-Use Compliance Reguland Consent Decree Documents.	ılation	s	Р	A+5		A+5		Files needed for Branch Operation. Active until Programs and/or projects are completed.
(15) <sub>A</sub>	NOTIFY RCHIVES	.4	Heavy Duty Diesel Rule Outreach – Docume	ents		Р	A+5		A+5		Files needed for Branch Operation. Active until Programs and/or projects are completed.
16		2	Research & Coordination Reports			P	A+5		A+5		Files needed for Branch Operation. Active until Programs and/or projects are completed.
(17)	NOTIFY ARCHIVE		Heavy Duty Diesel Technical Reports and Regulation Documents			Р	A+7		A+7		Files needed for Branch Operation. Active until Programs and/or projects are completed.
40			OFF ROAD CONTROLS SECTION - ADMINISTRATIVE	:							
18		1	Personnel Files	•		Р	A+3		A+3	XI	Confidential Files. Originals kept in Administrative Services Div. Cut off at end of calendar year and hole for additional 2 years. Requires Confidential destruction.
			PROGRAM MANAGEMENT								
	NOTIFY ARCHIVES		Off Road Technical and Rulemaking Materia	l		Р	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed
20) A	NOTIFY RCHIVES	11	Regulation and Technical Documents – Elec Airport Related	tric ar	nd	P	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed
21		10	Small Off Road Engine and large Spark Ignit Documents and Test Procedure documents	ion		P	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
	NOTIFY RCHIVES	15	Off Road Diesel and Marine Regulation and			Р	A+7		A+7		Files needed for Branch Operation. Active

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ITEM #	CUBIC FEET *	CA. STAT ARCHIVE		₹					ЙТІОМ	,		PRA (Exempt)	REMARKS
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(37)	(38)	(39)	(40)	(41)	(42)	(43	3)	(44)	(45)	(46	5)	(47)	(48)
							<u>.</u>						completed.
23		8	Small Off Road Engine and Diesel Retrofit Documents			Р		A+7			A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
	NOTIFY RCHIVES	10	Regulation Documents for Diesel, Marine at Motorcycles	nd		P ·		A+7			A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
			ENGINEERING STUDIES BRANCH	1									
25		5	Personnel Files			Р		A+3			A+3	XI	Confidential files. Originals kept in Administrative Services Division. Cut off at end of calendar year and hold for additional 2 years. Requires Confidential destruction.
26		3	Lawsuit Material			Р		10		10	20	XI	These documents are significant to the Air Resources Board and should be stored until no longer needed for reference or research, whichever is later.
27	NOTIFY ARCHIVES	3	Board Item Records and Staff Reports.		-	Р		A+7			A+7		Information generated by MSCD-South. These records are significant to ARB and the State of California. Records should be stored until no longer needed for reference or research, whichever is later.
28		5	Form 5 copies; Referral copies; equipment copies; contract copies; correspondence co and backup material copies.		st	Р		A+3			A+3		Files needed for Branch Operation. Active until programs and/or projects are completed.
			ENGINEERING STUDIES										
-			PROGRAM MANAGEMENT										

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"	1661	USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFIC	E DEPT.	SRC	TOTAL	(Exempt) &	, ALIVIAINO
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	IPA (47)	(48)
29) [ AJ	NOTIFY RCHIVES	146	Climate change regulations and Low Emissic Vehicle Program Documents	on		P .	A+7		A+	7	Files needed for Branch Operation. Active until programs and/or projects are completed.
30 N	OTIFY CHIVES	23	Certification and Rulemaking Development o Board Diagnostic Systems	f On		Р	A+7		A+7	-	Files needed for Branch Operation. Active until programs and/or projects are completed.
31		144	Certification and Enforcement of On Board Diagnostic Systems			P	A+7	.	A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
32		110	Low Emission and other Vehicle Testing Documents			P	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
			HEAVY DUTY IN-USE STRATEGIES BRA	NCH							
	,		PROGRAM MANAGEMENT;							,	
	OTIFY CHIVES	8	RETROFIT ASSESSMENT SECTION  Board Item Language and Assessing Techno  Documents.			Р	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
34		12	Warranty and In-Use Compliance and Web P Documents.	age		Р	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
5		58	Retrofit Assessment, Verification review and I Compliance Documents	ln-Us	е	Р	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.

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ITEM	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA	
#	FEET *	ARCHIVES		⊴			,			(Exempt)	REMARKS
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(37) (38)	(39)	(40)	(41) (42)	) (43)	(44)	(45)	(46)	(47)	(48)
		PROGRAM MANAGEMENT			,				
		RETROFIT IMPLEMENTATION SECTION	<u>ON</u>						
36 NOTIFY ARCHIVE	8 27	Implementation and Monitoring Rules Docum	nents	Р	A+7		A+7		Files needed for Branch Operation. Active until programs and/or projects are completed.
		PROGRAM MANAGEMENT							
		TESTING AND FIELD SUPPORT SECTI	<u>ION</u>						
37	60	Test Results and Related Documents		Р	A+7		A+5		Files needed for Branch Operation. Active until programs and/or projects are completed.
		MSCD-ADMINISTRATIVE OFFICE							
38	8	Personnel Files		Р	A+5		A+5	XI ·	Confidential Files. Originals kept in Administrative Services Division. Copies kept while Active plus five years. Requires Confidential destruction.
39	15	Budget Documents; Contracts; Equipment Requests; Training Requests; Out-of-State reguests; BCP's; Requisitions; Organization Charts and other miscellaneous corresponde		P	A+7		A+7		Files needed for Mobile Source Control Division Operation. Active until programs and/or projects are completed plus additional five years.

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ITEM	CUBIC	CA. STATE	TITLE AND DESCRIPTION OF RECORDS				RETE	NTION		PRA	DEMARKS
#	FEET *	ARCHIVES USE ONLY	(Double spaces between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	(Exempt) & IPA	REMARKS
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,		MSCD - Divisional Office				
40	1	Personnel	Р	A+5	A+5 XI	Confidential Files. Originals kept in Administrative Services Division. Copies kept while active plus five years. Reguires Confidential destruction.
ARCHIVES	20	Referrals; Board Items; Verifications; Miscellaneous Correspondence.	P	A+7	A+7	Files needed for for Mobile Source Control Division Operation. Active until programs and/or projects are completed.

TOTAL: 950 CUBIC FEET